



**Malcolm Reading Consultants  
Second Floor  
29 Lincoln's Inn Fields  
London  
WC2A 3EE**

Attn: **REDACTED**

Date: 8<sup>th</sup> May 2017

Procurement ref: CCCC17A40

Dear REDACTED,

**Award of contract for the supply of Placemaking Competition for future development typologies within the Cambridge – Milton Keynes – Oxford – Northampton Corridor**

Following your tender for the supply of placemaking competition for future development typologies within the Cambridge – Milton Keynes – Oxford – Northampton Corridor to National Infrastructure Commission, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract National Infrastructure Commission as the Customer and Malcolm Reading Consultants Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

**1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:**

- 1.1. The Services shall be delivered at **the Supplier's premises.**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £67,900 excluding VAT, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 8<sup>th</sup> May 2017 (the "Start Date") and the Expiry Date shall be 30<sup>th</sup> September 2017. **The Authority reserves the option to extend the contract by 1 month.**
- 1.5. The address for notices of the Parties are:

**Customer**

**Supplier**

OFFICIAL



National Infrastructure Commission  
Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD  
Attention: REDACTED  
Email: REDACTED

Malcolm Reading Consultants  
Second Floor  
29 Lincoln's Inn Fields  
London  
WC2A 3EE  
Attention: REDACTED  
Email: REDACTED

1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	<b>Housing &amp; Built Environment Lead, Cambridge – Milton Keynes – Oxford Corridor Project</b>
REDACTED	<b>Senior Local Government Advisor – CaMkOx Study Lead</b>

## 2. Payment

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section.

## 3. Liaison

For general liaison your contact will continue to be REDACTED or, in their absence, REDACTED.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED at the above address **within 7** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours sincerely,

Signed for and on behalf of National Infrastructure Commission ("the Customer")

Name: REDACTED

Signature: REDACTED



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crowcommercial.gov.uk](mailto:info@crowcommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Date: 8<sup>th</sup> May 2017

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Malcolm Reading Consultants Ltd (“the Supplier”)

Name: REDACTED

Job Title: DIRECTOR

Signature:

Date: 9<sup>th</sup> May 2017

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